COMMITTEE ON FINANCE AND OFFICE ADVISORY

Duties and Responsibilities of the Finance and Office Advisory Committee

- Work with staff to develop the annual budget and other financial projections as deemed necessary. Recommend such to the Executive Committee;
- Monitor financial reporting and budget compliance;
- Monitor need for adequate operating and capital reserves;
- Provide oversight in purchase, use and maintenance of facility, furniture & fixtures and equipment;
- Monitor need for adequate human resources;
- Provide oversight of accounting policies and procedures;
- Perform other duties as assigned by the Executive Committee;
- Reports to the Executive Committee.

FINANCE AND OFFICE ADVISORY COMMITTEE

Composition-Terms-Eligibility-Attendance

A. COMPOSITION AND TERMS:

- The Committee shall consist of ten (10) members. The Chair-Elect of the corporation shall concurrently serve as a member of the Committee.
- No more than two (2) members shall be members of the Executive Committee and serve for a term of one (1) year.
- Four (4) members shall be members of the Board of Governors at the time of their appointment and serve a three (3) year term.
- Three (3) members shall be members-at-large and serve a three (3) year term.
- The three (3) year terms shall be even and odd year staggered terms.
- Cannot serve more than two (2) consecutive, multiple year terms, or in excess of ten (10) consecutive years.

B. ELIGIBILITY:

- Must be a Voting member as define by the Bylaws of the Corporation. - (*Members who are licensed Certified Public Accountants of any state or territory of the United States or the District of Columbia who work or reside in the State of Florida.)*
- Cannot be currently serving on the Committee on Nominations.
- No more than one (1) member from the same entity may serve concurrently on the Finance and Office Advisory Committee.

C. ATTENDANCE:

- Any member of the Finance and Office Advisory Committee, excluding the Chair of the Committee, who shall have been absent from two (2) meetings during any one (1) fiscal year unless excused by the Chair of the Committee shall automatically vacate the seat on said Committee.
- If the Chair of the Committee is absent from two (2) meetings during any one (1) fiscal year unless excused by the Chair of the Corporation shall automatically vacate the seat on said Committee.

Estimation of Time Commitment:

Committee on Finance & Office Advisory (F&OA)**

September
Annual Accounting Show – Ft. Lauderdale
New Member Orientation ½ day meeting
Full Committee Meeting *(tentative)* possible 1 night's stay)

November – location varies
1-day meeting (possible 1 night's stay) or Conference Call

February – location varies
1-day meeting (possible 1 night's stay) or Conference Call

May – location varies
1-day budget meeting (possible 1 night's stay)

**Additional Conference calls may be called throughout the year;
depending on current matters at hand